CAREER EXECUTIVE ASSIGNMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT EMPLOYER

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: California Department of Food and Agriculture (CDFA)

POSITION TITLE: Agency Information Officer, CEA Band

SALARY: $5768 – 8854

FINAL FILING DATE: **July 7, 2006** or Until Filled

DUTIES/RESPONSIBILITIES:
Under the general direction of the Secretary and Deputy Secretary of the Department of Food and Agriculture, this position acts as the Agency Information Officer (AIO) and will manage the Office of Information Technology. The incumbent is responsible for developing, administering and evaluating proposed and current information technology policies and procedures. The position is also responsible for developing innovative approaches and solutions to emerging issues affecting the agency; providing vision and advice in the analysis of program-related business processes, particularly in regard to the integration of information technologies into program operations, and as a member of the agencies' executive management team, is responsible for assisting in complex policy decisions. The AIO will represent the Secretary on the State Information Technology council and the Department of Technology Services Advisory Board and also be expected to participate in other leadership councils.

MANAGEMENT SYTLE AND PERSONAL TRAITS:
The successful candidate should be an energetic, well organized, responsive and politically astute individual who is flexible, a good problem solver and resolution oriented. He or she should be a team player, as well as a strong management advocate who understands the complex and sensitive issues of concern important to agency staff and industry constituents. In addition, the Agency Information Officer must be a respected leader with a sense of humor who enjoys a fast-paced environment with constantly shifting priorities.

EXAMINATION INFORMATION:
The examination will consist of an application screening process by a departmental evaluation committee. Interviews may or may not be conducted for those selected by the evaluation committee. Applicants will be screened on the basis of leadership potential and background as well as the following:

<u>**Minimum Qualifications:**</u>
Applicants should have experience as either a Chief Information Officer or senior information technology manager in the State, federal or public sector. Applicants must have permanent California State Civil Service <u>status</u> or meet the provisions of Government Code Sections 18990 or 18992, and must meet the general minimum qualifications for the C.E.A. category, including:

Ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Ability to work with diverse teams and interests to understand business practices and the needs of the agency to effectively move to the enterprise-wide development of business practices. Willingness to assume dynamic leadership in formulating, promoting, and directing the agency information technology program which will include: development of well-informed policies and procedures and evaluate program effectiveness; application of industry best practices policies/standards to the agency environment; lead efforts for responsible development of high level technologies to solve public service issues and business needs; and development of long range plans to achieve objectives that are both aggressive and realistic.
2. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals related to the agencies' mission and business needs; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the agencies' equal employment opportunity objectives.

<u>**Knowledge and Abilities:**</u>
- Leadership and organizational practices as applied to the analysis of information technology programs, policies and operational needs.
- Delegate authority and responsibility.
- Provide professional leadership and direction for the Information Technology Unit.
- Principles of administrative organization and budgeting.
- Program management, planning, and evaluation.
- Principles and modern methods of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation or related areas.
- Principles and practices of employee development and training.
- Resource development.
- Critical issues and trends shaping the technology landscape.
- Applications development; information technology infrastructure and architecture.
- Technology transfer.
- Computer modeling capabilities and data bases.
- The California State Information Technology Strategic Technology Plan and State information technology initiatives.
- Governmental functions and organization at the State and local level.
- The feasibility study process and related reporting requirements.

<u>**Desirable Qualifications:**</u>
- Strategic information technology and business leadership skills.
- Ability to secure cooperation and teamwork within diverse teams.
- Conceptualize, launch, and deliver multiple information technology projects on time and within budget
- Sponsor and facilitate collaborative planning processes for innovative business solutions.
- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial issues.
- Customer-centric views/values.
- Experience with project management.
- Outstanding communication and interpersonal skills.

- Strong organizational skills.
- Ability to manage central information services resources and applications, and coordinate department resources and initiatives for IT-business strategic alignment.
- Ability to remain fair and unbiased in the performance of all duties.
- Ability to evaluate program issues, draw sound conclusions and develop long-range plans to achieve objectives which are both aggressive and realistic.
- Demonstrated abilities of independent action, open-mindedness, flexibility, and professionalism.

Interested applicants should file a standard State application (Form 678) and a resume with the California Department of Food and Agriculture, 1220 "N" Street, Room 242, Sacramento, California, 95814-5607, Attention: Aileen Grizard. *Applications must be received on or before 5:00 p.m., **July 7, 2006**, to be considered.* Questions concerning this examination should be directed to Aileen Grizard at (916) 654-9633.